

PRE-SHIPMENT INSPECTION / DOCUMENTARY DESTINATION INSPECTION OF IMPORTS FOR **LIBERIA**

1. Pre-shipment Inspection (PSI) mandate

IS THE COUNTRY A MEMBER OF THE WTO?: Yes No

MANDATE AUTHORISED BY: *Ministry of Finance and Ministry of Commerce and Industry*

APPLICABLE REGULATION(S):
*# Agreement signed in July 2012.
Administrative Notice MoCI/No.002/12/2015 listing the 11 categories of products and HS codes requiring Import Permit Declarations (IPDs)
Memorandum dd. 19/03/2014 from Ministry of Finance
Administrative Regulation No. 16.14263-2/MOF/R/BCE/14 April 2014 concerning the importation of used motor vehicles*

APPOINTED PSI COMPANY (IES): *BUREAU VERITAS BIVAC BV*

SELECTION OF PSI COMPANIES: *Not applicable*

SCOPE OF DUTIES:

- Quality (visual), Quantity*
- Export market price (for foreign exchange purposes)*
- Export market price (for Government information purposes)*
- Customs classification, in accordance with HS Customs Classification adjusted for ECOWAS member states*
- Value for Customs purposes (As per Brussels Definition of Value)*
- Assessment of Customs duties and taxes*
- Sealing FCL's and identifying inspected loose cargo with appropriate stickers and tape*
- Post clearance reconciliation of import declarations and revenue collection with CRFs*
- Import eligibility*

MINIMUM VALUE SUBJECT TO
PSI/DDI:

Sea shipments: No threshold

All sea shipments (including Open Top Containers, Office containers, LCL shipment, and loose cargo...) will have to undergo Pre-shipment Inspection regardless of value, unless the Government has determined that the shipment is exempt.

For air freight shipments, see Section 2 – Documentary Destination Inspection.

For road shipments, see Section 7 – Goods exempted from PSI/DDI.

PART SHIPMENTS: *Authorised*

EXEMPTIONS FROM PSI/DDI: See Section 7.

2. Pre-Shipment Inspection Order (PIO) - The instruction for BIVAC to inspect

P.I.O. NAME:	IRF (Inspection Request Form) or IPD (Import Permit Declaration)
ISSUED BY:	<i>For any shipment coming to Liberia (even exempted or below the threshold), an IRF or an IPD must be opened.</i> <i>For products belonging to the Administrative Notice MoCI / No. 002/12/2015, an IPD shall be lodged by the importer with the Ministry of Commerce and Industry.</i> <i>For eligible products and commodities which are not mentioned in the above Administrative Notice, an Inspection Request Form (IRF) shall be lodged directly with the BIVAC Liaison Office in Monrovia.</i>
VALIDITY:	<i>IPD and IRF are valid for 6 months from the submission date.</i>
AMOUNT BY WHICH PIO VALUE MAY BE EXCEEDED:	<i>All variations in the scope of supply outside normal trade tolerances require the IPD to be officially amended by the issuing Authority.</i>
CHANGES FROM SEA TO AIR:	<i>No specific requirement.</i>
DESTINATION INSPECTION:	<i># Following shipments are exempted from PSI and will undergo Documentary Destination Inspection (DDI) without penalty:</i> <ul style="list-style-type: none"><i>Shipments of used personal effects and household goods coming from the USA can undergo PSI or DDI without penalty depending on the importer's choice.</i><i>All shipments coming by air freight with a threshold of CIF value equal or above USD 2,000.</i> <i># Following shipments must undergo DDI:</i> <ul style="list-style-type: none"><i>All sea shipments that have not undergone PSI while mandatory (except where the shipment is PSI exempt). These shipments will be subject to a penalty from Customs.</i><i>All containers that have undergone PSI, but for which the seal affixed further to the inspection has been broken.</i>

3. Inspection requirements/restrictions

SEALING OF FCL CONTAINERS:	<i>Obligatory.</i>
SECOND-HAND GOODS:	<i>Used motor vehicles: see section 9</i>
PROHIBITED IMPORTS:	<i>See Section 8.</i>
RESTRICTED IMPORTS:	<i>See Section 9</i>
LABELLING REQUIREMENTS:	<i>In English for all commodities and retailed products destined direct to consumers.</i>
OTHER SPECIAL REQUIREMENTS:	<i>No specific requirement.</i>

4. Price verification/Seller's invoice requirements

BUYING/CONFIRMING COMMISSIONS:	<i>No specific requirement.</i>
INSURANCE:	<i>No specific requirement.</i>

FINANCIAL INTEREST: *No specific requirement.*

4. Price verification/Seller's invoice requirements (Cont'ed)

OTHER SPECIFIC REQUIREMENTS: *Detection of under-invoicing, over invoicing and fraud*FINAL INVOICE TO SHOW: *FOB + insurance + freight*

5. Reporting requirements

FINAL DOCUMENTS REQUIRED *For sea shipments: Final invoice + Packing list + Bill of Lading.
For air shipments: Final invoice + Packing List + Air Way Bill.*BY BIVAC TO ISSUE REPORT: *For fresh dairy products (milk and cheese), eggs and fresh meat and fish, a health certificate indicating manufacturing and expiry dates is required. For pharmaceuticals, a certificate of analysis is required. For used motor vehicles, certificate of ownership is required.*TYPE OF REPORT ISSUED: *Clean Report of Findings / Non Negotiable Report of Findings*REPORT PURPOSE:

- *A label secured by a hologram is stuck on the exporter's final invoice for payment purposes (L/C) or for his own use upon request. In case of L/C, final documents must include a copy of the original Bill of Lading.*
- *A Clean Report of Findings (CRF) is one of the mandatory documents needed by the importer to clear his goods from customs **at seaports**. It is issued after inspection is completed and all required/necessary documentation is received.*
- *A Documentary Inspection CRF is one of the mandatory documents needed by the importer to clear his goods from customs **at Airports** or when goods shipped by sea must undergo Destination Inspection (see section 2 above). It is issued after HS classification and valuation of the goods are completed and all required/necessary documentation is supplied.*
- *A NNRF is issued after ten days from inspection date if the final documents have not been received or in case of unsolved quantity/quality or where the goods present risk to health or safety. A NNRF is issued after 48 hours from receipt of the documents from the importer in case of missing/misleading information to give proper valuation for goods shipped by air or when goods shipped by sea have undergone Documentary Destination Inspection.*

6. Inspection fees

*Fees, in respect of PSI, DDI and at the request of the Government, shall be received from Importers, at the time of registering a shipment (Opening of an IPD or an IRF).**Payment shall be due and effected whether or not the goods subject to inspection have been shipped.**Nevertheless, BIVAC may invoice the Seller in the event of supplementary inspection visits (in vain or unsatisfactory results). The costs incurred by the Seller in presenting the goods for inspection, such as unpacking, handling, testing, sampling, repacking... are for the account of the Seller.*

7. List of goods exempted from PSI / DDI

The following goods shall be exempted from Pre-Shipment Inspection or Destination Inspection as the case may be, but not be exempt from any electronic x-ray activity or inspection by Customs upon arrival:

1. Imports below USD 2,000 CIF for air shipments;

7. List of goods exempted from PSI / DDI (Cont'ed)

2. Reasonable amount of personal, household or removal articles as defined in regulation by the Minister of Finance;
3. Supplies for diplomatic missions, United Nations Organizations and NGO's;
4. Gold, precious stones, objects of art;
5. Explosives and pyrotechnic products, arms, ammunition, weapons and implement of war imported by the Liberian Armed Forces and the Liberian Police service;
6. Live animals, trade samples, foodstuffs from West Africa region, fresh fish caught by local Liberian canoe.
7. Shipments coming by road freight

In any case, an IRF or an IPD must be opened at BIVAC LIBERIA or with the Ministry of Commerce and Industry. If under the threshold, the Ministry of Commerce and Industry will have to confirm the acceptance of the exemption on the IPD or IRF. For any other type of exemption, the IRF or IPD will have to be stamped by the Ministry of Finance.

8. List of prohibited goods

As may be advised from time to time and those under United Nations embargo.

- Right Hand Drive vehicles (Letter MF/2-3.JFK-DMR/vod/07-1739/2012 dd. 24/07/2012)
- Shellfish (oysters and mussels) harvested in France (Letter MCI/ABC/DMCI/51/RL"12 dd. 27/07/2012)
- Energy drinks under the name of Pussy (Letter MCI/AMC/STM/2013/018).

9. List of restricted goods

- Used motor vehicles more than 10 years old, whether intended for transport of passengers or goods, or for private or commercial use. A punitive tax on the importation of vehicles above 10 years old will be levied to discourage and penalize the importation of such vehicles, with the exception of the following machinery/vehicles: i) Earth moving equipment; ii) Heavy trucks used in forestry or for the transportation of heavy equipment; iii) industrial vehicles and tankers, which can be imported whatever their age.
- 3-wheeled motorcycles either assembled or disassembled (CKD): approval from the Ministry of Commerce and Industry is required.
- Chicken feet and pork skin / mask covered by IPD opened after 3rd June 2015: approval from the Ministry of Commerce and Industry is required.
- Ice creams, except those under the name of Häagen-Dazs and Ben & Jerry's (Letter MOC/DMC-STM/124/16 dd. 02/12/2016), approval from Ministry of Commerce and Industry is required.

10. Geographical inspection zones

There are no geographical limits to the contract with the Ministry of Finance and Commerce.

The information contained herein is for the purpose of facilitating Pre-Shipment Inspection and does not relieve Exporters or Importers from their obligations in respect of compliance with the import regulations of the country of importation. Although every effort has been made to ensure the correctness of the information, as at the date of issuance of this data sheet, BIVAC International does not accept any

***Government Services &
International Trade (GSIT)***

responsibility for errors or omissions and, furthermore, the information may subsequently be subject to change as may be announced by the Authorities in the country of importation. Consequently, Exporters are advised to check with BIVAC International, prior to shipment of the goods, if there is any doubt concerning the issuance of a Clean Report of Findings.